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OSA-1169-64
3 March 1964

MEMORANDUM FOR: Chief, Support Division/OSA

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ATTENTION :

SUBJECT : Telephone Communications
(Reduction of Cost)

REFERENCE : DDS&T Memorandum dtd. 31 December 1963

1. A survey concerning reference made by this Staff has revealed the following data:

a. There are forty-nine telephone extensions being used by this Staff at the present time. It is estimated that eight of these extensions can be eliminated without impairing the operational efficiency of Staff members; extensions which can be eliminated are:

(1) Deputy Chief, Security Staff

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(2)

(3)

(4)

(5)

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2. Elimination of the above extensions reduce extension operating costs by approximately 16%. It is felt that an additional 9% saving might possibly be effected in operation costs through:

a. tighter coordination between Staff members on making outside calls.

b. closer scrutiny of C & P Telephone Co. charges on outside calls where possible discrepancies exist.

c. greater emphasis be stressed to Staff members on the cost of OSA Security Staff telephone calls to field components.

3. It is hoped that with the 16% reduction brought about by the elimination of the aforementioned extensions, and the current "cost conscious" program outlined and in effect now in paragraph 2 that OSA Security Staff will approximate the 25% reduction in telephone costs recommended in reference by the DDS&T.

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Acting Chief, Security Staff
OSA

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